

Approved
CMPC Facilities & Amenities Subcommittee
Meeting Minutes

Tuesday, December 6, 2007

Millennium Room 11

Present: Jim Kottas, Valerie Wormell, John Cunningham, Kate Hollister

Meeting convened at 8:10 am.

1. Consent agenda

No changes to the agenda

2. Approval of Minutes

No action taken

3. Review Outstanding Action Items

The status of 17 action items was reviewed. Kate distributed paper copies of her responses to the discussion question (Action item 11). Responses by the other committee members are due by 12/7. Item 13, updating list of discussion questions, was closed. Item 14, retrieve Library's long-range planning document, was closed. Item 15, update list of questions with ones generated at the 11/8/07 meeting, was labeled not needed and closed.

4. Discussion topics

4a Review presentation results from 12/3/07 meeting with Planning Board: No action taken.

4b Status of outreach efforts: Members reviewed which staff members and boards have been interviewed and which of the remaining ones were high priority. The discussion generated several new action items.

4c Response write-ups: Kate provided paper and electronic versions of her responses to the discussion and governance questions. Responses are due from the other subcommittee members as well as write-ups for the staff and board/commission interviews. Jim needs by 12/8/07.

4d Upcoming schedule: (1) The subcommittee will meet with the Board of Selectmen on 12/11/07. Jim will present while John and Kate take notes. They will convene immediately afterwards to consolidate their notes. (2) Jim will draft the subcommittee's responses to the discussion and governance questions before the next subcommittee meeting on 12/11/07. (3) John will provide Jim with consolidated inputs for each question based on his interviews with people.

4e Continue review of facilities technical paper: The subcommittee reviewed pages 14 to 22 and generated a list of comments and corrections. The consensus is that there needs to be additional text concerning the practice of public/non-profit sharing of public facilities and funding within Westford. This would be a recommendation for an implementation item.

5. New Action Items

The close-out date for all open action items is 12/11/07

18. Distribute notes from the 12/3 meeting with the Planning Board and the Library long-range planning document to subcommittee members. – Jim

19. Email discussion questions to the Conservation Commission and Recycling Committee. – Kate
20. Email discussion questions to NMCOG and WCAT – Jim
21. Email discussion questions to Board of Health, School Committee, and Rosemary (Selectmen's assistant). – Val
22. Solicit inputs from Permitting, IT, Fire, Police departments and Roudenbush. – John
23. Send electronic version of updated list of questions to subcommittee members. – John
24. Check with Library about status of wireless internet capability. – Val
25. Check whether or not funds have been allocated for structural assessment of the Westford Museum building. – Val

The meeting adjourned at 9:30 am.